

ADMINISTRATIVE - INTERNAL USE ONLY

9 August 1976

NOTE FOR: C/TSS

FROM :
Deputy Director of Training

Please develop a response to the attached in the form of a memorandum from the DTR to the Chief, Management and Assessment Staff, O/DDA. The response should cover, inter alia, what is involved in obtaining "college accreditation for selected Agency training courses," keeping in mind the difference between cooperation with a specific college which is willing to give credit for a specific OTR course (which we do reluctantly, I believe) and the obtaining of accreditation as a college does from an accrediting agency such as the Middle Atlantic States. I would be happy to discuss this further and to review the response in draft.

Suspense--COB Friday, 13 August



STAT

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76-2769

30 JUL 1976

MEMORANDUM FOR: Director of Training
FROM : Chief, Management and Assessment Staff
SUBJECT : ADMAG Recommended Objective for FY 1977

1. In response to our request, ADMAG has suggested as a FY 1977 objective "Obtain college accreditation for selected Agency training courses by the end of fiscal year 1977". Attached is ADMAG's detailed proposal.

2. It will be appreciated if you will review the proposal and give us your observation and recommendation.

STAT

Attachment:
a/s

Distribution:
Orig & 1 - DTR w/att
1 - ADMAG w/att

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30 30 C. 1976

DDA OBJECTIVES

1. College Accreditation for Selected Agency Training Courses.

1. Objective

Obtain college accreditation for selected Agency training courses by end of fiscal year 1977. OTR, OC, ODP, and possibly other offices within the DDA offer courses that are similar to college curriculum. The prospect of receiving accreditation would be further incentive for employees to avail themselves of these Agency sponsored courses

2. Milestones and Goals

- a. 1 January 1977. Identify specific courses and colleges that would lend themselves to accreditation.
- b. 1 March 1977. Make training revisions that would make courses acceptable for accreditation.
- c. 1 April 1977. Resolve security and cover problems satisfactorily to make accreditation available to employees who are under cover.
- d. 1 July 1977. Design measures to provide accreditation for employees who have previously participated in the selected training courses.

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3. Means of Measurement

December 1977. Compare statistics of employee applications/enrollment to these selected courses with past records of applications/enrollment; make similar comparisons of non-selected non-accredited courses; also, compile statistics of percentage of past select-course attendees who apply for accreditation. Any significant increase in employee accreditation applications, applications to these selected courses in comparison to past records of enrollment, and application to accredited courses over non-accredited courses would indicate that accreditation enhances employee interest in Agency sponsored training courses.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

9 Aug 7-6

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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C/TSS

9 Aug

2.

Dois —

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C/TSS

12 Aug

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OTR/TSS/REPG

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Can this really be a valid objection, one which OTR should be involved. Must rely on your experience & good judgment in preparation of the response - note suspense date!

4 & 6: Attached is draft of a reply to [] on the ADMAG suggestion re academic credit for selected internal courses. I realize there is too much history in the 1st para., but included this as a talking point for us, and an aid in preparing the final reply. Also, I've omitted, in the final para., an opinion on whether we should take this route or not--and have not mentioned the obvious problem of manpower constraints, and the possible need for at least one extra slot to handle this additional work.